

# **SUBMISSION GUIDELINES**

**For**

**Documents Prepared To Standards Adopted By**

**The Commission On Teacher Credentialing  
and  
The California Department of Education**

**Pursuant To SB 2042**

**FOR PROGRAMS OF**

**PROFESSIONAL TEACHER INDUCTION FOR THE MULTIPLE  
SUBJECT/SINGLE SUBJECT PROFESSIONAL CLEAR  
TEACHING CREDENTIAL**



**February 13, 2003**

**California Commission on Teacher Credentialing  
Professional Services Division  
1900 Capitol Avenue  
Sacramento, CA 95814**

## TABLE OF CONTENTS

	<b>Page</b>
<b>Introduction</b>	<b>3</b>
<b>Transmittal Instructions</b>	<b>4</b>
<b>Submission Deadlines</b>	<b>5</b>
<b>Transmittal Documents</b>	<b>5</b>
<b>Proposal Organization</b>	<b>6</b>
<b>Responding to Standards</b>	<b>7</b>
<b>Transition Issues</b>	<b>8</b>
<b>Attachment: Transmittal Cover Sheet</b>	

### **Introduction**

In March, 2002, and May, 2002, new Standards of Quality and Effectiveness for Professional Teacher Induction Programs for the Multiple Subject/Single Subject

Professional Clear Teaching Credential were adopted by the California Commission on Teacher Credentialing and the California Department of Education, respectively. This document provides specific information to potential induction program sponsors on how to submit program documents for review and approval.

Program sponsors of currently approved BTSA programs have approximately fifteen months to transition from current induction programs to programs that meet the new Induction standards. Each program sponsor is being asked to select from among six submission deadlines during the period of September, 2002 through September 2003. This selection must be done in writing by July 1, 2002, on forms provided in this document. All program documents responding to the Induction standards will be reviewed by statewide teams of peer reviewers selected from among qualified K–12 and IHE professional educators. The statewide review process is scheduled to end on December 31, 2003. Sponsors of new induction programs may choose to submit program applications responding to the Induction standards during one of these scheduled windows, or they may submit program responses to the Induction standards at any time after September 1, 2003. Program responses to the Induction standards received after September 1, 2003, will be reviewed at quarterly or semi-annual intervals, depending on the number of submissions received.

It should be noted that each proposed program of Professional Teacher Induction must be submitted for review by the statewide panel. This process is separate from on-site unit accreditation by the Committee on Accreditation (for IHEs) and from the formal program review process within the Beginning Teacher Support and Assessment program (BTSA).

Technical assistance will be provided to program sponsors during the transition. Five regional technical assistance teams consisting of CCTC, CDE and BTSA staff will provide technical assistance training in at least five locations across the state during the period of June-August, 2002. Program sponsors will be contacted with specific information about technical assistance training dates and locations in their region in late May, 2002.

Information about transition timelines for candidates and sunset dates for currently approved programs will be provided by the Commission on Teacher Credentialing and the California Department of Education through Coded Correspondence (included with this document) and additional program transition documents as these becomes available. Program sponsors should check the Commission website, [www.ctc.ca.gov](http://www.ctc.ca.gov), and/or the Department website, [www.cde.ca.gov](http://www.cde.ca.gov), frequently for updates.

## **SUBMISSION GUIDELINES FOR SB 2042 PROGRAM DOCUMENTS**

To facilitate the proposal review and approval process, the following instructions are provided for organizations submitting documents for approval under SB 2042. It is essential that these instructions be followed accurately. Failure to comply with these procedures can result in a proposal being returned to the prospective program sponsor for reformatting and/or revision prior to being forwarded to program reviewers.

## **Transmittal Instructions**

Sponsoring agencies are required to submit **four printed copies** of their proposal(s), **including one unbound copy** to the following address:

California Commission on Teacher Credentialing  
Professional Services Division  
1900 Capitol Avenue  
Sacramento, CA 95814

Attention: Karen Sacramento

In addition, **one electronic copy of the proposal text** (not including supporting evidence) must also be submitted to:

Karen Sacramento: [ksacramento@ctc.ca.gov](mailto:ksacramento@ctc.ca.gov)

*This electronic submission should be in Microsoft Word, or a Microsoft Word compatible format. Some phases of the review process will involve secure web-based editing. To facilitate this process, please leave no spaces in the name of your document, and be sure that the name of the file ends in ".doc" (example: SDCOEinductiondocument.doc; csufreewayinductiondocument.doc). Submissions via CD are preferred.*

## **Submittal Deadlines**

There will be six opportunities during to submit proposals for review and approval. The submittal deadlines are:

**September 2, 2002**  
**November 1, 2002**  
**February 3, 2003**

**April 1, 2003**  
**August 1, 2003**  
**September 1, 2003**

## **Transmittal Cover Sheet**

***Sponsoring agencies should send the SB 2042 Sponsoring Organization Transmittal Cover Sheet with the original signatures of the program contacts and chief executive officer along with their proposal(s).***

In addition, each of the four copies of each proposal should begin with completed copies of the SB 2042 Sponsoring Organization Transmittal Cover Sheet. A blank copy of the Transmittal Cover Sheet is included as an appendix to this document.

## **Proposal Organization**

**Each proposal must be organized in the following order:**

1. Transmittal Cover Sheet
2. Table of Contents
3. Responses to Each Standard.

**The responses to each standard must:**

- be tabbed/labeled to help guide the reviewers
- have numbered pages
- provide supporting evidence, included after each response or organized into appendices. Evidence should be cross-referenced in the response and appendices *must* be tabbed for easy access by reviewers.

**Each proposal must conform to the following text requirements:**

- use 12 point Times or Times New Roman font
- minimum of one inch margins around each page

## **Responding to Standards**

Program proposals should provide sufficient information about how the program intends to deliver content consistent with each standard so that a knowledgeable team of professionals can determine whether each standard has been met by the program.

The written text may be organized in a variety of ways. Both holistic and element-by-element responses, as well as a combination of these approaches are acceptable. Whatever the organizational format, the text must reference all required elements, or address them specifically. ***Responses that do not address each standard and its elements will be considered incomplete.***

Responses should not merely reiterate the standard. They should demonstrate how the standard will be met by describing both the content and processes that will be used to implement the program, and by providing evidence to support the explanation.

The goal in writing the response to any standard should be to describe the proposed program clearly enough for an outside reader to understand what a beginning teacher will experience, as he or she progresses through the induction program, in terms of depth, breadth, and sequencing of instructional and curriculum implementation experiences, and what he or she will know and be able to do and demonstrate at the end of the program. Review teams will then be able to assess the responses for consistency with the standard, completeness of the response, and quality of the supporting evidence.

Some examples of supporting evidence helpful for review teams include:

- Charts and graphic organizers to illustrate program organization and design
- Descriptions of program staff qualifications, including vitae
- Course or training module outlines, if appropriate, showing the sequence of topics, activities, materials and texts used, and out-of-class assignments
- Specific descriptions of assignments and other assessments that demonstrate how the beginning teachers will reinforce and extend key concepts and/or demonstrate an ability or competence addressed in professional development or course offerings.
- Documentation of materials to be used, including tables of contents of reference or other relevant materials, and citations for other reading assignments, if applicable.

Lines of appropriate and relevant supporting evidence will vary with each standard.

## **Packaging Your Submission for Shipment to the Commission**

Please keep the following guidelines in mind:

- Do not use foam peanuts as packaging material
- Do not overstuff the individual binders. Use two binders if necessary.
- Do not overstuff the individual boxes in which the binders are packed, as these may break open in shipment.

## ATTACHMENT: Transmittal Cover Sheet

***SB 2042 Program Sponsor - Transmittal Cover Sheet***

*Page 1 of 2*

**1) Sponsoring Organization:**

Name \_\_\_\_\_

**2) Partner Agencies/Organizations (if the program represents a collaborative partnership): *Please attach an additional sheet for partner names if needed***

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**3) Program Contacts:**

1. Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**E-mail** \_\_\_\_\_



***SB 2042 Program Sponsor - Transmittal Cover Sheet***

*Page 2 of 2*

2. Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**E-mail** \_\_\_\_\_

**2) Chief Executive Officer (*President or Provost; Superintendent*):**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

***I Hereby Signify My Approval to Transmit This Program Document to the  
California Commission on Teacher Credentialing:***

**CEO Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_